



First Monday Trade Days Policies and Procedures

Effective: October 1, 2014

Welcome to the First Monday Trade Days Event! The First Monday Trade Days Event is a three-day event held every Friday, Saturday and Sunday before the 1st Monday of each month. Offering unique treasures and welcoming amenities, First Monday Trade Days Event is hosted on the Heritage Park Grounds conveniently located near Historic Downtown Weatherford. This 155 year-old tradition is one of the oldest open-air markets in the state of Texas and each month brings in visitors from all over. Visit our website at www.weatherfordtx.gov for more information.

CONTACT INFORMATION:

Reservations – First Monday Trade Days Office

119 Palo Pinto Street
Weatherford, Texas 76086
Phone: (817)598-4359
Fax: (817)598-4354
mcampbell@weatherfordtx.gov
pardinfo@weatherfordtx.gov

Event Grounds Office – First Monday Trade Days

315 Santa Fe Drive
Weatherford, Texas 76086
Phone: (817)598-4359
Operation Hours during Event Weekend:
7 a.m. – 12 p.m.
1 p.m. – 4 p.m.

Parks, Recreation & Special Events

119 Palo Pinto Street
Weatherford, Texas 76086
Phone: (817)598-4124
Fax: (817)598-4354
pardinfo@weatherfordtx.gov

Consumer Health

303 Palo Pinto Street
Weatherford, Texas 76086
Phone: (817)598-4149
Fax: (817)598-4007
arudolph@weatherfordtx.gov

HIGHLIGHTS:

- ❖ Open reservations for the next event begin the 2nd Monday of the month. The reservation period ends five business days before the event weekend with NO spaces sold during the week of the 1st Monday Trade Days Event.
- ❖ **Reserve Vendors (\$30 per space, for the entire three-day event)** - Approved Vendors that pay during the reservation period. *Renewal deadline is the Friday after the event.*
- ❖ **Walk-In Vendors (\$45 for Friday/Saturday/Sunday, or \$30 for Friday/Saturday, or \$15 Saturday only, or \$15 Sunday only, per space/per day)** - Vendors come to the Event Grounds Office on the day you wish to start paying for.
- ❖ **Non-inspected Food Vendors (\$45 per weekend event)** - Approved Vendors who sell pre-packaged, non-hazardous, food and/or drinks that may be consumed on the lot.
- ❖ **Electricity (\$10 per plug/per day)** - Only available in the Middle Lot on limited basis.
- ❖ **Event Center Grounds Office** - During the 1st Monday Trade Days Weekend, the staff will begin accepting cash payment for Walk-In Vendors the Friday of the event, at the Event Grounds Office. NO change is available at the Event Center Office.
- ❖ Trailers are only allowed in the Middle Lot if merchandise is displayed on the trailer and sold directly from the display.
- ❖ All vehicles unloading or loading must stay on the pavement. Vehicles NOT allowed on ground during event hours.
- ❖ Break-down must NOT occur until after 4:00 p.m. on Saturday and Sunday of the event.
- ❖ Final trash pick-up is between 4 p.m. – 5 p.m. on Sunday. If items or trash are found after final pick-up a fee may be charged.

1 st Monday Lots	General Sizes	Restrictions	
Middle Lot	15 x 25	- Electricity & water available - Trailers must meet requirements	- No vehicles or campers allowed - Vendors park free in specified areas
Event Center	15 x 15 15 x 30	- No electricity or water available - Vendors park free in specified areas	- No vehicles/campers/trailers
South Lot	30 x 30	- Good for large items and trailers - No restrictions	- No electricity or water available - Vehicles are allowed on these spaces.

GENERAL INFORMATION:

- First Monday Trade Days Ground Office, which accepts cash only as payment, is located in the Event Center lot. The office operational hours are 7 a.m. – 12 p.m. and 1 p.m. – 4 p.m. on the event days.
- All vendors are responsible for their own money/change for sales. *Change is not available from the grounds office.* ATMs are located within 3 blocks of the event at local businesses.
- Vendors are responsible for their own behavior and the behavior of other assignees that represent the vendor. Vendors must maintain their space in a manner that protects the safety of the public and surroundings. Subleasing of vendor space(s) is PROHIBITED.
- Solicitation, walking or standing in walkways to solicit money, selling items or handing out information is PROHIBITED. Every individual must rent a vendor space(s) and stay within the rented vendor space(s) in order to sell items, hand out information or promote a recognized organization or cause.
- Electricity is only available in the Middle Lot. Electrical extension Outdoor specified, UIL Coded, must not be damaged, frayed or any prongs (“ground” or “neutral”) on the cord removed. Electrical bar strips are PROHIBITED.
- Any vendor selling firearms will be limited to four (4) guns/weapons displayed and must have all triggers secured by gun locks or strip ties, which must remain on each firearm while on the grounds. Strip ties may be obtained from 1st Monday staff if needed. All ammunition clips are required to be removed from firearms while on the grounds. NO ammunition is allowed on the premises.
- Vendors may overnight within the confines of an assigned space; however, campfires, open flames, alcohol consumption or illegal activities are PROHIBITED.
- If a reserved space is left vacant every day of the event weekend, the vendor will knowingly forfeit rental fees and priority to the space(s). NO refund or exceptions will be issued due to adverse weather conditions.

VENDOR DESCRIPTIONS:

- **General Reserved Vendor (\$30 per space/per weekend)** - Approved Vendors, person(s)/business, which have submitted a sign Reservation Form and a copy of their active Sales Tax Identification number to the 1st Monday Coordinator may rent a space(s) prior to the Reservation Deadline. Vendors giving out information are NOT required to have a tax ID number. Reserve Vendors are able to pay the next month’s reservation fees before 5:00 p.m. on the Friday after the event weekend. Vendors may not give/sell food or drinks (water) during the event.
- **Walk-In Vendor (\$45 for Friday/Saturday/Sunday, or \$30 for Friday/Saturday, or \$15 Saturday only, or \$15 Sunday only, per space/per day)** - Approved Vendors may rent a space with cash only at the 1st Monday Trade Days Ground Office on Friday, Saturday or Sunday the morning of the event weekend. To rent, vendors must come on the day you wish to start paying for. Vendors may not give/sell food or drinks (water) during the event. To pay for the following month, a Walk-In Vendor must call the 1st Monday Reservation Line, (817)598-4359, on the 2nd Monday of the month.
- **Reserved Non-Profit Vendor (No Cost)** - Approved Vendors are organizations with current proof of non-profit status, 501(c)(3) sales tax certificate. The organization will be assigned a space in a designated area, at no charge, depending on availability of spaces. If a Non-Profit Vendor chooses to forego the designated area, reservations can be made in accordance with the requirements of a General Vendor, including fees. Organizations may not give food or drinks (water) away during the event, but may sell the items after informing the 1st Monday Coordinator.
- **Non-inspected (\$45 per space/per weekend)** - Approved Vendors that sell prepackaged, non-hazardous, food/drink that may be consumed on the Heritage Park Grounds during the event weekend. NO samples may be given away as sampling is PROHIBITED.
- **Temporary Food Establishment Vendor (\$45 per space/per weekend)** - Vendors that submit a signed Food Vendor Reservation Form to the 1st Monday Coordinator are placed on the wait list until a space at the Food Park is available. Once approved by the 1st Monday Coordinator, a monthly Temporary Food Establishment Permit is required through the City of Weatherford’s Consumer Health Inspector. Temporary Food Establishment Vendors are not accepted on a walk-in basis.

- **Mobile Food Unit Vendor (\$90 per space/per weekend)** - Vendors that submit a signed Food Vendor Reservation Form to the 1st Monday Coordinator are placed on the wait list until a space at the Food Park is available. Once approved by the 1st Monday Coordinator, a yearly Mobile Food Unit Permit is required through the City of Weatherford's Consumer Health Inspector. (Water and electric is included in the reservation rental price.) Temporary Food Establishment Vendors are not accepted on a walk-in basis.
- **Attractions (No Cost)** - Attractions are approved by the 1st Monday Coordinator on a limited basis and are not charged a rental fee. Attraction requirements include a \$1,000,000 Minimum Liability Insurance coverage, listing the City of Weatherford as a certificate holder, and a State of Texas Amusement Ride Safety Inspection verification with a current AR100, when applicable. Further requirements from the City of Weatherford Risk Management office may be necessary depending on the nature of the attraction. Attractions will not be accepted on a walk-in basis.

ADDITIONAL FEES:

- **Agricultural Vendor Fee (\$30 per space/per weekend)** – Approved Vendors that sell fruit, produce, herbs or any food product locally grown or raised for human consumption. These vendors are considered sales tax exempt from the Texas State Comptroller's Office. ***Products must be whole or intact with no shell or seal broken.*** No samples may be given away as sampling is PROHIBITED.
- **Livestock Vendor Fee (\$10 per space/per day)** – Approved Livestock Vendors will pay their rental fee at the **Farm & Ranch Office** on site. These vendors may sell livestock that include, but are not limited to: burros, cattle, chickens, donkeys, ducks, emus, fowl, goats, guineas, horses, mules, ostriches, rabbits, sheep, yaks, exotic birds, certain species of fish and certain species of reptiles. Swine are NOT allowed.
- **Electricity Fee (\$30 weekend rate, due at time of reservation)** - Electricity is available only in the Middle Lot and on limited basis. For Reserve Vendors, electricity is available on Thursday for an additional \$10. Walk-In Vendors can pay for electricity when they reserve for \$10 per day. Electrical bar strips are PROHIBITED.
- **Water Fee (\$15 weekend rate, due at time of reservation)** - Water usage is available on limited basis and will be available to Reserve Vendors on Thursday for an additional \$5. Walk-In Vendors can pay for water at \$5 per day.
- **Overnight RV/Camper Parking Fee (\$45 weekend rate)** - Vendors who pay at the time of reservation will receive an assigned space with designated area determined by the 1st Monday Coordinator. Electric and water usage is included in the overnight fee. For an additional \$15, Reserve Vendors are able to set-up on Thursday.
- **Clean-up Fee (\$25)** - Vendors are charged this fee for items founded that need to be discarded after the final trash pick-up, which is 4 p.m. – 5 p.m. on the Sunday of the event weekend, when the 1st Monday Staff clears the lots. This fee is due before future reservations can be made by/for the vendor and continued violation of this nature will result in loss of vendor privileges.
- **Absentee Fee (\$10 per space)** - Reserve Vendors are allowed to file for an absentee space(s) no later than ten (10) business days prior to the event for a fee of \$10 per space. An absentee is only permitted after payment is made for the reserved space, including any other fees. No more than two absentees per vendor, per fiscal year (October-September), will be permitted.

TEXAS SALES PERMIT INFORMATION:

- Vendors must provide a copy of a Texas Sales Tax ID Certificate to the First Monday Coordinator in order to be considered an Approved Vendor. **Vendors/organizations giving out information only are not required to have a tax id number.** Call the Comptroller's Office, 800-252-5555 for more information.
- According to the Sales Taxes for Flea Markets (Feb 2004), "If the flea market does not have a centralized cash register or checkout, vendors are responsible for reporting their own total sales or taxable sales. The market's promoter must make certain that each vendor has an Active Sales Tax Permit, since the promoter may be held liable for taxes on sales made by vendors without a valid permit." Operating without a Sales Tax Permit is a crime punishable by a fine of up to \$500 a day. All vendors must clearly display their Texas Sales Tax ID Certificate while conducting business during the event, when applicable.

PROHIBITED ITEMS NOT TO BE SOLD OR DISPLAYED:

An excerpt from the Texas Penal Code is available at the 1st Monday office during the event.

- Prohibited items include, but are not limited to:
 - Ammunition or explosive devices
 - Alcohol, smoking devices or tobacco products
 - Illegal drugs or drug paraphernalia
 - Pornography or adult language displayed or advertised
 - Violent pictures or language used to demean or incite
 - Illegal knives, swords or weapons (determined by local law enforcement officers)

VEHICLES OR ANY MOTORIZED MEANS OF TRANSPORTATION:

- During the event, NO vehicles or campers will be allowed in the Middle Lot or the Event Center spaces.
- Trailers are only allowed in the Middle Lot if merchandise is displayed on the trailer and sold directly from the display, NO exceptions.
- Vendors in the Middle and Event Center lots will have the benefit of parking in an adjacent area, free of charge.
- Vehicle loading or unloading must take place on the pavement before 9 a.m. or after 4 p.m. any day of event weekend. There will be NO vehicular traffic in the Middle lot between 9 a.m. and 4 p.m. Please pull in, unload, park in designated area, return and set up. After event, pack up and break down, then pull in and load.
- Overnight RV/ Camper Parking is available in a designated area on a limited basis.

SET-UP, BREAKDOWN AND CLEAN-UP PROCEDURES:

- Scheduled set-up time for General Reserve Vendors is no earlier than 8 a.m. on Thursday prior to the event.
- All Vendors will need to be ready for business/sales at 9 a.m. Saturday and Sunday of the event.
- Break-down will not occur until after 4 p.m. Saturday or Sunday of the event. Final trash pick-up will be 4 p.m. – 5 p.m. on Sunday of event weekend, when 1st Monday Staff clears each lot.
- In the case that items, including trash are left behind, a clean-up fee is charged to the vendor for disposal of items and will be due before future reservations can be made.

PETS:

- Pets are allowed on the grounds if on a leash at all times and tagged with appropriate identification/vaccinations.
- All pet waste must be picked up by the owner immediately.
- Non-compliance may result in a citation issued, loss of privileges to attend the event and immediate removal from the grounds during the event.

LIABILITY, ACCOUNTABILITY AND LEGAL RESPONSIBILITIES:

- Immediately report any suspicious or illegal activity to the Police Dispatch, (817)598-4300 or First Monday Coordinator, (817)629-0636.
- City of Weatherford IS NOT responsible or liable for the loss or theft of any property or merchandise, quality of merchandise bought or sold, and/or any injury from any incident that occurs at the event.
- Anyone found to be in violation of any policies or any ordinances imposed by the City of Weatherford and/or any laws or regulations by the State of Texas will be asked to leave the First Monday Trade Days event immediately without warning.
- Failure to comply with the rules and regulations set forth in the First Monday Trade Days Policies and Procedures, including the Texas penal code, will result in loss of vendor privileges and immediate removal from the event without refund at management discretion.
- Management reserves the right to reject any requests for reservations, monitor merchandise and displays and decline renewal to any vendor.
- The City of Weatherford reserves the right to update the Weatherford First Monday Trade Day Policies and Procedures as necessary, and without prior notice, to ensure the integrity and safety of the City at large to include city facilities, city employees, city properties, the community, citizens, vendors, customers and the general public.



**First Monday Trade Days
Vendor Reservation and Information**

Please Print

First Name: _____ Last Name: _____

Business Name: _____

Primary Phone: _____ Secondary Phone: _____

Business Address: _____

(City/State/Zip): _____

Email Address: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Daytime Phone: _____ Evening Phone: _____

State of Texas Sales Tax ID Number: _____ Certificate Copy Provided: ☐ Yes ☐ No

Merchandise to be Sold: _____

Additional Persons Occupying Your Vendor Space: _____

Signature of Applicant

Date

FOR OFFICE USE ONLY:

☐ Approved ☐ Denied ☐ Pending Notes: _____

First Monday Trade Days Coordinator

Date



**First Monday Trade Days
Acknowledgement of Policy and Procedures**

The goal of the First Monday Trade Days Event Staff is to provide an attractive, safe, and clean environment for vendors and customers alike, which is accomplished through policies and procedures set for the event. In order to become a vendor at the First Monday Trade Days Event, you must complete the information below acknowledging that you have read, understand, and agree to operate within those policies and procedures, and are in compliance with State of Texas Sales Tax Guidelines.

Please initial next to the following statements:

- _____ I have received, read, understand, and will follow the Weatherford First Monday Trade Days Policies and Procedures, and understand that if I do not follow these Policies and Procedures, I jeopardize my privileges as a vendor.
- _____ I understand that any failure to comply with Weatherford First Monday Trade Days Policies and Procedures may result in removal from the premises at management discretion without refund, as well as loss of rental space.
- _____ I understand that the First Monday Trade Days Coordinator reserves the right to reject any requests for reservations and/or decline renewal to any vendor.
- _____ I understand that the City of Weatherford, Parks and Recreation Department reserves the right to update the Weatherford First Monday Trade Day Policy and Procedure Guidelines as necessary without prior notice to ensure the integrity and safety of the City at large to include City facilities. City employees, City property, the community, citizens, vendors, customers, and the general public.

Please Answer the Following Statements Yes or No:

- _____ My current valid sales tax ID certificate is attached.
- _____ I am exempt from sales tax per the State of Texas.
- _____ I am within requirements set by State of Texas to sell at this market twice in one calendar year.

Signature of Vendor

Date

Printed Name of Vendor



Parks and Recreation Department

First Monday Division

First Monday Trade Days Dates

2015

JANUARY – Jan. 2, 3, 4

FEBRUARY – Jan. 30, 31, Feb. 1

MARCH – Feb 27, 28, March 1

APRIL – April 3, 4, 5

MAY – 1, 2, 3

JUNE – May 29, 30, 31

JULY – July 3, 4, 5

AUGUST – July 31, Aug. 1, 2

SEPTEMBER – 4, 5, 6

OCTOBER – Oct. 2, 3, 4

NOVEMBER – Oct. 30, 31, Nov. 1

DECEMBER – Dec. 4, 5, 6

Contact Information

Grounds Event Center Office Phone	(817) 598-4359
Grounds Event Center Office	315 Santa Fe Drive
Address	Weatherford, Texas 76086

Main Office Phone	(817) 598-4351
Main Office Fax	(817) 598-4354
Main Office Address	119 Palo Pinto Street
	Weatherford, Texas 76086

mcampbell@weatherfordtx.gov

pardinfo@weatherfordtx.gov

www.weatherfordparks.com

FORT WORTH HWY

MILL ST

First Monday Trade Days at *Heritage Park*

North Lot -
Parking

EAST OAK ST

Food Park

RV
Parking

Middle Lot

Parking

Farm & Ranch
Area

BAYLOR ST

Event Center
Lot

LEE AVE

New South
Lot

JOSEPHINE ST

SANTA FE DR

RUSK ST

RUSK ST

BOIS D ARC ST

BOIS D ARC ST

MILL ST

COLUMBIA ST

Vender Lots

